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August 16, 2004

Ms. Marlene Dortch
Federal Communications Commission
Office of the Secretary
236 Massachusetts Avenue, NE, Suite 110
Washington, DC 20002

RECEIVED

AUG 16 2004

Federal Communications Commission
Office of Secretary

**Re: Request for Review of SLD Funding Decision for
Form 471 Application Number 394989
CC Docket No. 02-6
Funding Year 2004 (7/1/2004 - 6/30/2005)
FRN: 1091844, 1091956, 1091981, 1092026, 1092052**

Dear Ms. Dortch:

Enclosed please find an original and four (4) copies of an appeal of the June 22, 2004 SLD Funding Decision for Form 471 Application Number 394989, filed on behalf of Tri-Rivers Educational Computer Association (Billed Entity No. 154413).

Respectfully submitted,

Mark J. Palchick

Enclosures

cc: Mr. Ken Papay, TRECA

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Before the
FEDERAL COMMUNICATIONS COMMISSION
Washington D.C. 20554

AUG 16 2004

Federal Communications Commission
Office of Secretary

In the Matter of)	
)	
Request for Review of the)	CC Docket No. 02-6
Decision of the)	File No. _____
Universal Service Administrative Company)	
By)	
)	
Tri-Rivers Educational)	
Computer Association ("TRECA"))	
Billed Entity No. 154413)	

Before the Common Carrier Bureau

REQUEST FOR REVIEW

Tri-Rivers Educational Computer Association ("TRECA"), by its attorneys, respectfully appeals the June 22, 2004, denial of funding by the Schools and Library Division ("SLD") of the Universal Service Administrative Company ("USAC") for FCC Form 471, Application Number 394989, Funding Request Numbers ("FR Nos.") 1091844, 1091956, 1091981, 1092026 and 1092052 for Funding Year 2004 (07/01/2004 – 06/30/2005) ("TRECA Form 471"). The SLD's denial of funding relies on an inaccurate statement of facts and was contrary to the FCC's rules, the SLD's standards, and unfairly prejudices schools entitled to funding under the E-Rate program. As demonstrated herein, there is no reasonable basis for the SLD's denial of Application Number 394989.

The SLD denied TRECA's Application Numbers 394989, FR Nos. 1091844, 1091956, 1091981, 1092026 and 1092052 because, "Consortium leader has failed to provide evidence of

authority to file Forms 471 on behalf of, or evidence of the membership of, a substantial number of the members included in this consortium.”¹

Technically there is no such requirement in the FCC’s rules or on the OMB approved Form 471. The Form 471 does contain the certification at Question 33-Block 6, that the person signing the form is “authorized to submit this request on behalf of the above-named entities...” However, the SLD’s right to demand evidence of authority is only derivative and stems from Project Interconnect 16 FCC Red 13655 (July 2001) which was the first time the Commission addressed the SLD’s authority to demand documentation in support of the authority’s certification². In Project Interconnect the Commission found that:

Under the rules adopted in the Commission's Eighth Reconsideration Order, the Schools and Libraries Committee's functions include ‘development of applications and associated instructions,’ ‘review of bills for services that are submitted by schools and libraries,’ and ‘administration of the application process, including activities to ensure compliance with Federal Communications Commission rules and regulations.’ Thus, under the Eighth Reconsideration Order, the Commission vested in the Schools and Libraries Committee and SLD the responsibility for administering the application process for the universal service support mechanism for eligible schools and libraries. We find that requiring a consortium to submit Letters of Agency from its members is consistent with the authority to implement administrative procedures which ensure compliance with Commission rules and regulations as granted in the Eighth Reconsideration Order.³

And that:

In the case of consortia applications, SLD must also ensure that the consortium members are aware of the application to be filed and how that application obligates the expenditure of financial and professional resources. Ensuring that a school or library is aware of and approves the application on its behalf also helps to avoid

¹ June 22, 2004 Funding Commitment Report at pages 5 & 6 (Attached as Exhibit A)

² Project Interconnect at para. 9.

³ Project Interconnect at para. 8

cases of duplicative requests from different applicants applying on behalf of the same school or library.⁴

TRECA has fully complied with the requirements of Question 33-Block 6, and has satisfied the information request of the SLD concerning its authorization. As the lead member of the consortium it completed the certification for Question 33-Block 6. To document its authority to file on behalf of the consortium members, TRECA obtained a Letter of Agency (“LOA”) from every member of its consortium prior to filing the TRECA Form 471. TRECA received these signed LOAs from its members in September 2003. Based upon the authority granted by the LOAs, TRECA prepared the Form 471 for the Consortium and filed that Form 471 on January 22, 2004, during the filing window established by SLD.⁵ Attached as Exhibit B is a copy of all TRECA consortium LOAs.

As certified to in the Form 471, the consortium obtained signed LOAs from each member prior to filing the TRECA Form 471. After the period for filing Form 471 closed, one member of the consortium withdrew.⁶ After the Form 471 filing window closed, White Hat Management (“White Hat”) contacted TRECA and gave verbal notification that the schools managed by White Hat (the “White Hat Schools”) would be obtaining a T-1 line from a different source, and therefore would not participate with the consortium for this funding year. TRECA did not receive written confirmation of White Hat’s withdrawal until April 2004.

In mid-February 2004, TRECA was contacted by Robert Carreon of the PIA/SLD review team. Mr. Carreon requested copies of the signed LOAs for the consortium members. Ken Papay, the contact person for the TRECA consortium informed Mr. Carreon that one member of

⁴ Project Interconnect at para. 10

⁵ The filing window established by SLD for filing of the Form 471 opened on November 5, 2003 and closed on February 4, 2004.

⁶ The Form 471 filing window closed on February 4, 2004.

the consortium had recently withdrawn from the consortium for this funding year and therefore the consortium would not be requesting a reimbursement on Form 472 for those schools (White Hat manages 28 schools).⁷ Following this conversation, Mr. Carreon agreed that he only needed LOAs for those members of the consortium which would be included on the Form 472.⁸ On February 27, 2004, Mr. Papay, in response to Mr. Carreon's revised request for documentation, provided to the PIA/SLD copies of the LOAs for those schools for which it would request reimbursement.⁹

Under Project Interconnect, the SLD's right to require evidence of authority is limited to seeking proof of authority for those schools for which the consortium was seeking funding. Because the White Hat Schools withdrew from the consortium after the 471 window closed, and because TRECA was no longer seeking reimbursement for the White Hat Schools there should be no obligation for TRECA to provide proof that the White Hat Schools were part of the consortium.¹⁰ Even more importantly, as demonstrated herein, the SLD not only did not request proof of authorization from the withdrawn schools, it specifically advised TRECA that submission of the White Hat LOAs was not necessary. Denial of the funding request under these circumstances was in error.

⁷ TRECA did not wish to submit LOAs for those schools which were no longer seeking funding because of the requirement of Section 1.65 of the Commission's rules, which contains a duty to maintain the "accuracy and completeness of information furnished in a pending application". Accordingly, TRECA notified the PIA/SLD staff that TRECA would not be requesting the full amount of the reimbursement requested in the Form 471.

⁸ See Exhibit C, e-mail correspondence between Mr. Papay and Mr. Carreon regarding the LOAs and Ken Papay's Declaration under Penalty of Perjury.

⁹ On July 1, 2004, when notified by Mr. Papay of the denial of Funding, Mr. Carreon asked Mr. Papay to direct the USAC review team to e-mail or call him with questions. Likewise, on June 30, 2004, Mr. Papay contacted SLD representative Lore Groom, Case No. 21-102646 and she also agreed with the information requested and procedure followed by Mr. Carreon.

¹⁰ It is important to note that TRECA filed the Form 471 only after getting authorization from all represented schools and therefore its certification was accurate.

TRECA was obligated by the provisions of Section 1.65 to not request reimbursement for funding for which it was not entitled and to maintain the accuracy of its application. TRECA's actions were wholly consistent with this obligation. Upon learning of the withdrawal of the White Hat Schools from the consortium, TRECA notified the SLD that it would not be applying for reimbursement for the funds allocated to White Hat Schools. Moreover, TRECA followed the recommendation of the SLD given in the Form 471 Receipt Acknowledgement Letter which states: "SLD *encourages* applicants who know that they will not use all of the amounts requested to notify the SLD of an appropriate reduction to or cancellation of the Funding Requests. This action would allow the SLD to distribute the amounts that are available for the funding year more effectively."¹¹

TRECA's actions are also entirely consistent with the Commission's recommendations in Oklahoma City Public Schools, where the Commission stated: "applicants *may* make certain types of data corrections to its request during the two-week period after SLD issues the RAL. Corrections that are permitted at this time include changing contact information, reducing the amount of requests included in an application ..."¹² TRECA no longer sought reimbursement for the White Hat Schools, therefore TRECA notified the SLD so that these funds could be allocated to other applicants. TRECA's notification to the SLD was consistent with the written recommendation of the SLD in the Form 471 Receipt Acknowledgement Letter and the obligation detailed in Section 1.65 of the Commission's rules to maintain the accuracy of information contained within a pending application.

¹¹ Id.

¹² Request for Review by Oklahoma City Public Schools, Oklahoma City, Oklahoma, 17 FCC Rcd 23501 (2002) (emphasis added), citing to the Form 471 Receipt Acknowledgement Letter.

It was an error for the SLD to deny the above referenced TRECA funding requests because: (1) TRECA had all the authorizations to back up its certification; (2) no school was included in the Form 471 that had not provided its written assent; (3) consortium members were all aware of the application to be filed and how that application obligates the expenditure of financial and professional resources; (5) LOAs (which are only required to be supplied when requested by the SLD) were supplied pursuant to the specific instructions of the SLD; (6) LOAs were supplied for each school which was requesting funding; (7) TRECA was bound by Section 1.65 of the rules not to request funds for schools that had withdrawn from the consortium; (8) TRECA provided, in a timely manner, all information requested by the SLD; and (9) there is no factual or legal basis for the SLD's finding that TRECA failed to provide evidence of authority.

TRECA's Form 471 Application No. 394989, Funding Request Numbers ("FRN") 1091844, 1091956, 1091981, 1092026 and 1092052 for Funding Year 2004 (07/01/2004 – 06/30/2005) should be granted. TRECA submitted a complete application that satisfied the minimum processing standards and obtained the required documents memorializing its authority to file the TRECA Form 471. Further, TRECA complied fully with all subsequent information requests by PIA/SLD staff members. There can be no question that the concerns addressed by Project Interconnect, have all been adequately addressed.

Conclusion

Based upon the information presented herein, Tri-Rivers Educational Computer Association respectfully requests that the Commission direct the SLD to grant its Fiscal Year 2004 funding request.

**TRI-RIVERS EDUCATIONAL COMPUTER
ASSOCIATION**

By: Mark J. Palchick
Mark J. Palchick
Joan Stewart
Attorneys to Tri-Rivers Educational Computer
Association ("TRECA")

Dated: August 16, 2004

WOMBLE CARLYLE SANDRIDGE & RICE, PLLC

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EXHIBIT A

Funding Commitment Report, dated June 22, 2004

USAC
Schools and Libraries Division
Box 125 - Correspondence Unit
86 South Jefferson Road
Whippany, New Jersey 07981

Te/aco

THE NATIONAL

ASSOCIATION OF
LIBRARIANS
AND
BOOKSELLERS
OF
AMERICA
INC.
1500 K STREET, N.W.
WASHINGTON, D.C. 20005

1-800-541-2261



Universal Service Administrative Company
School & Libraries Division

FUNDING COMMITMENT DECISION LETTER
(Funding Year 2004: 07/01/2004 - 06/30/2005)

June 22, 2004

Kenneth R. Papay
TRI RIVERS EDUCATIONAL COMPUTER ASSOCIATION
2222 MARION-WY, GILEAD ND
MARION, OH 43302-8914

Re: Form 471 Application Number: 384363
Funding Year 2004: 07/01/2004 - 06/30/2005
Billed Entity Number: 134413
Applicant's Form Identifier: TRCAST05

Thank you for your Funding Year 2004 E-rate application and for any assistance you provided throughout our review. Here is the current status of the funding request(s) featured in the Funding Commitment Report at the end of this letter.

- The amount, \$641,759.04 is "Denied."

Please refer to the Funding Commitment Report on the page following this letter for specific funding request decisions and explanations.

The Important Reminders and Deadlines immediately preceding this letter are provided to assist you throughout the application process.

NEXT STEPS

- Review technology planning approval requirements
- Review CIPA Requirements
- File Form 486
- Invoice the SID using the Form 476 (service providers) or Form 472 (Billed Entity)

FUNDING COMMITMENT REPORT

On the pages following this letter, we have provided a Funding Commitment Report for the Form 471 application cited above. The enclosed report includes a list of the Funding Request Number(s) (FRNs) from your application. The SID is also sending this information to your service provider(s) so preparations can be made to begin implementing your E-rate discount(s) after you file your Form 486. Immediately preceding the Funding Commitment Report, you will find a guide that provides a definition for each line of the Report.

TO APPEAL THIS DECISION:

If you wish to appeal the decision indicated in this letter, your appeal must be received by the SID or postmarked within 60 days of the date of this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. In your letter of appeal:

1. Include the name, address, telephone number, fax number, and e-mail address (if available) for the person who can most readily discuss this appeal with us.
2. State outright that your letter is an appeal. Identify which Funding Commitment Decision(s) you are appealing. Indicate the relevant funding year and the date of the FRN. Your letter of appeal must also include the Billed Entity Name, the

Form 471 Application Number, and the Billed Entity Number from the top of your letter.

3. When explaining your appeal, copy the language of text from the Funding Commitment Report that is at the heart of your appeal. To allow the FCC to more readily understand your appeal and respond appropriately, please keep your letter to the point, and provide documentation to support your appeal. Be sure to keep copies of your correspondence and documentation.
4. Provide an authorized signature on your letter of appeal.

If you are submitting your appeal on paper, please send your appeal to: Letter of Appeal, Schools and Libraries Division, Box 124, Communications Unit, 24 South Jefferson Road, Whippany, NJ 07981. Additional options for filing an appeal can be found in the "Appeals Procedure" posted in the Reference Area of the SLB web site or by contacting the Client Service Bureau. We encourage the use of either the e-mail or fax filing options.

While we encourage you to receive your appeal with the SLB first, you have the option of filing an appeal directly with the Federal Communications Commission (FCC). You should refer to 47 CFR 1.121 on the first page of your appeal to the FCC. Your appeal must be received by the FCC or postmarked within 30 days of the above date on this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. If you are submitting your appeal via United States Postal Service, sent to: FCC, Office of the Secretary, 433 12th Street SE, Washington, DC 20554. Further information and options for filing an appeal directly with the FCC can be found in the "Appeals Procedure" posted in the Reference Area of the SLB web site or by contacting the Client Service Bureau. We strongly recommend that you use either the e-mail or fax filing options.

NOTICE ON RULES AND FUNDS AVAILABILITY

Applicants' receipt of funding commitments is contingent on their compliance with all statutory, regulatory, and procedural requirements of the Schools and Libraries Universal Service Support Mechanism. Applicants who have received funding commitments continue to be subject to audits and other reviews that USAC and the FCC will undertake periodically to ensure that funds that have been committed are being used in accordance with all such requirements. The SLB may be required to reduce or cancel funding commitments that were not issued in accordance with such requirements, whether due to action or inaction, including but not limited to that by the SLB, the applicant, or the service provider. The SLB and other participating entities are authorized but not limited to USAC and the FCC, and other participating entities, and may from time to time be required to collect exorbitantly high rates. The timing of payment of funding may also be affected by the availability of such funds as the amount of funds collected from contributing telecommunications companies.

Schools and Libraries Division
Universal Service Administrative Company

A GUIDE TO THE FUNDING COMMITMENT REPORT

A report for each E-rate funding request from your application is attached to this letter. We are providing the following definitions for the items in that report.

FORM 471 APPLICATION NUMBER: The unique identifier assigned to a Form 471 application by the SLD.

FUNDING REQUEST NUMBER (FRN): A Funding Request Number is assigned by the SLD to each Block 5 of your Form 471 once an application has been processed. This number is used to report to applicants and service providers the status of individual funding requests submitted on a Form 471.

FUNDING STATUS: Each FRN will have one of the following definitions:

1. An FRN that is "Funded" is approved at the level that the SLD determined is appropriate for this FRN. The funding level will generally be the level requested unless the SLD determines during the application review process that some adjustment is appropriate.
2. An FRN that is "Not Funded" is one for which no funds were committed. The reason for the decision will be initially explained in the Funding Commitment Decision Explanation. An FRN may be "Not Funded" because the request does not comply with program rules, or because the total amount of funding available for this funding year was insufficient to fund all requests.
3. An FRN that is "Is Yet Unfunded" reflects a temporary status that is assigned to an FRN when the SLD is uncertain at the time the letter is generated whether there will be sufficient funds to make commitments for requests for Internal Connections at a particular discount level. The reason, if your application included requests for discounts on both telecommunications services and Internal Connections, you must receive a letter with funding commitments for your Telecommunications Services funding requests and a message that your Internal Connections requests are "Is Yet Unfunded." You would receive one or more subsequent letters regarding the funding decision on your Internal Connections requests.

SERVICES ORDERED: The type of service ordered from the service provider, as shown on your Form 471.

SPIN (Service Provider Identification Number): A unique number assigned by the Universal Service Administrative Company to service providers seeking payment from the Universal Service Fund for participating in the Universal service support mechanisms. A SPIN is also used to verify delivery of services and to arrange for payment.

SERVICE PROVIDER NAME: The legal name of the service provider.

CONTRACT NUMBER: The number of the contract between the eligible party and the service provider. This will be present only if a contract number was provided on your Form 471.

BILLING ACCOUNT NUMBER: The account number that your service provider has established with you for billing purposes. This will be present only if a billing account number was provided on your Form 471.

SERVICE START DATE: The date services were reported to start for this FRN on your Form 471.

CONTRACT EXPIRATION DATE: The date the contract expires. This will be present only if a contract expiration date was provided on your Form 471.

SITE IDENTIFIER: The Facility Number listed in Form 471, Block 5, Item 22e. This will be present only for "site-specific" FRNs.

ANNUAL PRE-DISCOUNT AMOUNT FOR ELIGIBLE RECURRING CHARGES: Eligible monthly pre-discount amount approved for recurring charges multiplied by number of months of recurring services approved for the funding year.

ANNUAL PRE-DISCOUNT AMOUNT FOR ELIGIBLE NON-RECURRING CHARGES: Annual eligible non-recurring charges approved for the funding year.

PRE-DISCOUNT AMOUNT: Amount in Form 471, Block 5, Item 23f, as determined through the application review process.

DISCOUNT PERCENTAGE APPROVED BY THE SLD: The discount rate that the SLD has approved for this service.

FUNDING COMMITMENT DECISION: This represents the total amount of funding that the SLD has reserved to reimburse your service provider for the approved discounts for this service for this funding year. It is important that you and your service provider both recognize that the SLD should be invoiced and the SLD pay direct disbursement of discounts only for eligible, approved services actually rendered.

FUNDING COMMITMENT DECISION EXPLANATION: This entry provides an explanation of the amount in the Funding Commitment Decision.

FUNDING COMMITMENT REPORT

Form 471 Application Number: 394989
 Funding Request Number: 1091344 Funding Status: Not Funded
 Services Ordered: Telecommunications Service
 SPIN: 143061264 Service Provider Name: SDC Ohio
 Contract Number: 95-271702
 Billing Account Number: 143-250-0545-545-6
 Service Start Date: 07/01/2004
 Contract Expiration Date: 06/30/2006
 Annual Pre-discount Amount for Eligible Recurring Charges: \$502,400.00
 Annual Pre-discount Amount for Eligible Non-recurring Charges: \$.00
 Pre-discount Amount: \$502,400.00
 Discount Percentage Approved by the SLD: N/A
 Funding Commitment Decision: \$0.00 - Month: Consortium Members
 Funding Commitment Decision Explanation: Consortium leader has failed to provide evidence of authority to file Form 471 on behalf of, or evidence of the membership of, a substantial number of the members included in this consortium.

Funding Request Number: 1091356 Funding Status: Not Funded
 Services Ordered: Telecommunications Service
 SPIN: 143064791 Service Provider Name: Verizon North Inc.
 Contract Number: T
 Billing Account Number: 140-843-2159
 Service Start Date: 07/01/2004
 Contract Expiration Date: 06/30/2005
 Annual Pre-discount Amount for Eligible Recurring Charges: \$13,700.00
 Annual Pre-discount Amount for Eligible Non-recurring Charges: \$.00
 Pre-discount Amount: \$13,700.00
 Discount Percentage Approved by the SLD: N/A
 Funding Commitment Decision: \$0.00 - Month: Consortium Members
 Funding Commitment Decision Explanation: Consortium leader has failed to provide evidence of authority to file Form 471 on behalf of, or evidence of the membership of, a substantial number of the members included in this consortium.

Funding Request Number: 1091381 Funding Status: Not Funded
 Services Ordered: Telecommunications Service
 SPIN: 143061192 Service Provider Name: A&T Corp.
 Contract Number: N/A
 Billing Account Number: 13 RM4730 513
 Service Start Date: 07/01/2004
 Contract Expiration Date: 06/30/2005
 Annual Pre-discount Amount for Eligible Recurring Charges: \$29,461.00
 Annual Pre-discount Amount for Eligible Non-recurring Charges: \$.00
 Pre-discount Amount: \$29,461.00
 Discount Percentage Approved by the SLD: N/A
 Funding Commitment Decision: \$0.00 - Month: Consortium Members
 Funding Commitment Decision Explanation: Consortium leader has failed to provide evidence of authority to file Form 471 on behalf of, or evidence of the membership of, a substantial number of the members included in this consortium.

Funding Request Number: 1092036 Funding Status: Not Funded
 Services Ordered: Internet Access
 SPIN: 143063411 Service Provider Name: State of Ohio Department of Adm
 Contract Number: N/A
 Billing Account Number: N/A
 Service Start Date: 07/01/2004
 Contract Expiration Date: 06/30/2005
 Annual Pre-discount Amount for Eligible Recurring Charges: \$109,100.00
 Annual Pre-discount Amount for Eligible Non-recurring Charges: \$.00
 Pre-discount Amount: \$109,100.00
 Discount Percentage Approved by the SLD: N/A
 Funding Commitment Decision: \$0.00 - Month: Consortium Members
 Funding Commitment Decision Explanation: Consortium leader has failed to provide evidence of authority to file Form 471 on behalf of, or evidence of the membership of, a substantial number of the members included in this consortium.

FUNDING COMMITMENT REPORT

Form 471 Application Number: 394989
Funding Request Number: 1092052 Funding Status: Not Funded
Services Ordered: Telecommunications Service
SPIN: 143004791 Service Provider Name: Verizon North Inc.
Contract Number: N/A
Billing Account Number: N/A
Service Start Date: 07/01/2004
Contract Expiration Date: 06/30/2005
Annual Pre-discount amount for Eligible Recurring Charges: \$9,251.40
Annual Pre-discount amount for Eligible Non-recurring Charges: \$1.00
Pre-discount amount: \$9,251.40
Discount Percentage Approved by the SLD: N/A
Funding Commitment Decision: \$0.00 - Denial. Consortium members
Funding Commitment Decision Explanation: Consortium leader has failed to provide
evidence of authority to file Form 471 on behalf of or evidence of the membership
of, a substantial number of the members included in this consortium.

IMPORTANT REMINDERS & DEADLINES

Date: June 22, 2004
471 : 394989
BEN : 154413

The following information is provided to assist you throughout the application process. We recommend that you keep it in an easily accessible location and that you share it with the appropriate members of your organization.

FORM 486 DEADLINE - The Form 486 must be postmarked no later than 120 days after the Service Start Date you report on the Form 486 or no later than 120 days after the date of the Funding Commitment Decision Letter, whichever is later. If you are required to have a Technology Plan, that plan must be approved by the start of service for this funding year. You must indicate the SLD Certified Technology Approver who approved your plan and you must retain your approval letter and documentation of your monitoring of the progress toward your stated goals.

CHILDREN'S INTERNET PROTECTION ACT (CIPA) - You must be in compliance with CIPA and cannot request a waiver, if FY2004 is your third funding year for the purposes of CIPA.

INVOICE DEADLINE - Invoices must be postmarked no later than 120 days after the last date to receive service - including extensions - or 120 days after the date of the Form 486 Notification Letter, whichever is later. Invoices should not be submitted until the invoiced products and services have been delivered and billed, and (for NEAR forms) the provider has been paid.

OBLIGATION TO PAY NON-DISCOUNT PORTION - Applicants are required to pay the non-discount portion of the cost of the products and/or services. Service providers are required to bill applicants for the non-discount portion. The law states that requesting applicants to pay their share ensures efficiency and accountability in the program. If you are using a trade-in as part of your non-discount portion, please refer to the SLD web site.

RETAIN DOCUMENTATION - Applicants must retain documentation, including but not limited to, documents showing:

- compliance with all applicable competitive bidding requirements;
- products and/or services delivered (e.g., customer bill detailing make, model and serial number);
- resources necessary to make effective use of E-rate discounts, including the purchase of equipment such as workstations not eligible for support;
- the specific location of each item of E-rate funded equipment; and
- the applicant has paid the non-discount portion.

These documents must be retained and available for review for 5 years.

SUSPENSION AND DEBARMENT - Persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the Schools and Libraries Support Mechanism are subject to suspension and debarment from the program.

FREE SERVICES ADVISORY - Applicants and service providers are prohibited from using the Schools and Libraries Support Mechanism to subsidize the procurement of ineligible or unrequested products and services, or from participating in arrangements that have the effect of providing a discount level to applicants greater than that to which applicants are entitled.

Complete program information - including more information on these reminders - is posted to the Schools and Libraries Division (SLD) web site at www.sld.ed.gov/service.asp. You may also contact the SLD Client Service Bureau by e-mail using the "Submit a Question" link on the SLD web site, by fax at 1-888-275-8735 or by phone at 1-888-203-8100.